Faculty & Staff Viking Xpress Bus Pass  
Request Form/Payroll Authorization

Mail completed form to Sustainable Transportation MS-9197  
DO NOT MAIL PAYMENT WITH THIS FORM  
Your pass will be delivered via campus mail. To make arrangements to pick up pass in person call 650-7960 or email transportation@wwu.edu. The Sustainable Transportation office is in Viking Commons 25 and is open by appointment.

Last Name:  
First Name:  
Western ID:  
Department:  
Campus Phone:  
Campus Mailstop:  

Choose a pass: (check one option only)

☐ Academic year, $58 (Fall, Winter and Spring quarters)  
Available starting in September

☐ Fall quarter, $23  Available starting in September

☐ Winter quarter, $23  Available starting in December

☐ Spring quarter, $23  Available starting in March

☐ Summer quarter, $40  Available starting in June

Choose a payment method:

☐ Payroll deduction (permanent WWU employees only)

If you select University Cashier or online payment, do not pay until we have notified you by phone or email that you have been charged. Your pass will be mailed after payment is received.

DO NOT MAIL PAYMENT WITH THIS FORM  

☐ University cashier (cash, check or debit)

☐ Online (electronic check or credit*)  
*MC/Discover/American Express, 2.75% convenience fee

Terms:
• Viking Xpress passes are non-refundable
• Viking Xpress passes are available only to WWU faculty & staff, and Sodexho employees.
• Viking Xpress pass is to be used only by the purchaser

Payroll deduction:
• This deduction will be taken on a pre-tax basis
• This is a one-time deduction; the full amount will be deducted at the next payroll.

__________________________________________________________________________

Employee Signature

Mail completed form to Sustainable Transportation MS-9197  
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For Office Use

Date:  
Quarter/Year of enrollment:  
Entered By:  
VXP #:  
Notes: